

**North Little Rock Municipal Airport
Commission Meeting
August 20, 2007**

The regularly scheduled meeting of the North Little Rock Airport Commission was held August 20, 2007 in the conference room of the Emma Hall Administration Building, 204 Aviation Way in North Little Rock, Arkansas.

Call to Order: Chairman Skipper Polk called the meeting to order at 6:00 p.m.

Attendance: Attending commissioners were Skipper Polk, Sid Crymes, Mark Halter, Jim Julian and Charlie Kimbrell. Commissioners Rick Ashley and Don Blakey were absent. Also attending were the Airport Director Willie Elizandro and others as registered on the attendance roster made a part of the record thereof. Mr. Julian made a motion to excuse the absences of Mr. Ashley and Mr. Blakey. Mr. Kimbrell seconded the motion. All voted aye and the motion passed unanimously.

Special Presentation: Renee Fair, Meteorologist in Charge of the National Weather Service Station at the North Little Rock Airport, and John Robinson, Warning Coordination Meteorologist, briefed the commission on the operations and services provided by the National Weather Service office located at the airport. Marty Trexler, of the National Weather Service, briefed the commission on a four hour pilot weather-training program that will be coordinated with Director Elizandro and conducted in September or October of 2007 on a Saturday morning for all interested pilots.

Renee Fair told the commission she would have her weather service liaison to the FAA to get in touch with Director Elizandro concerning the cost of an Automated Weather Service System (AWSS). She also stated she would get with Director Elizandro on the possibility and feasibility of a weather and airport information KIOS for the North Little Rock Airport.

Disposition of Minutes: A motion was made by Mr. Julian to accept the July 16, 2007 airport commission meeting minutes. Mr. Kimbrell seconded the motion. All voted aye and the motion passed unanimously.

Financial Report: Director Elizandro presented the July 2007 financial report. He stated we have taken in 63.1 percent of projected revenue and have expended 60.7 percent of projected expenditures through the month of July 2007. He stated normal

revenue and expenditures should be at 58 percent for the year ending in July. He also briefed the user fees were at 70.8 percent and Investment and Miscellaneous revenue is at 54.6 percent. Personnel Service expenditures are at 55.1 percent and Maintenance and Operation expenditures are slightly higher at 55.6 percent.

Director Elizandro stated there were no delinquent account receivables. He briefed the commission he had mailed out real property tax notices to tenants the latter part of July 2007. He also told the commission that the real property taxes for Northaire, Agee Aviation, Leo Michaels and Cole/Lashbrook/Hutchins were still being worked due to a tax dispute and hoped to have resolution on those taxes very soon.

Director Elizandro advised the commission that the 80-20% and 50-50% glide slope fill grants have been closed and we had received a grant reimbursement check in the amount of \$68,000 from the state aeronautical department. He told the commission there are financial obligations of \$29,029 for the 80-20% airport tree removal grant, \$20,000 to McClellan Consulting Engineers for phase I airport commercial development, \$10,567.50 for airport portion of the 50-50% glide slope fill project and \$2,100 for the airport portion of the 50-50% grant for the exterior rehab of the Flight Planning Center. The \$61,696.50 total obligations are to be taken out of line item 2130 where there is \$68,031 encumbered for airport fence construction.

A motion was made by Mr. Julian to accept the July 2007 financial report subject to audit. Mr. Crymes seconded the motion. All voted aye and the motion passed unanimously.

Letter of Correspondence: Director Elizandro briefed the commission on a letter of correspondence directed to Chairman Polk dated July 19, 2007, from the Arkansas Department of Aeronautics addressing an Obstruction Survey requested by Chairman Polk for the possibility of a LPV approach to the North Little Rock Airport. The letter stated an obstruction survey was conducted prior to the installation of the Localizer/DME approach to runway 05, and based on that obstruction survey; the airport is a candidate for a LPV approach to runway 05. According to the letter all other runways at the airport have airspace constraints that would preclude a LPV approach.

Old Business

Assignment of Lease Agreements for Half Hanger #8348 – Mrs. Marlene Pierce to Mr. Charles Caldwell and Mr. David Bunning, and Doug Andrews to Ron Clark: Mrs. Pierce and Mr. Andrews initially leased land for hangar #8348, with

each individual owning half of the hangar. Mrs. Pierce transferred her lease agreement (north side) with the commission to Mr. Caldwell and Mr. Bunning, and Mr. Andrews transferred his portion (south side) of the lease agreement to Mr. Ron Clark. The lease committee recommended the generation of two separate lease agreements at .16 per square feet and revisit the issue when the lease expires in 2012. Each new owner would be responsible for half the applicable taxes and the hangars can be used for storage of their privately owned aircraft.

Mr. Ron Clark wanted to know if there would be two fifteen-year extensions after the lease expires in 2012. Mr. Clark was concerned that the commission may not extend the lease and give him 90 days to vacate his purchased building. Mr. Clark wanted to look at the possibility of two fifteen-year leases in their lease agreements.

This item was tabled until the August 20, 2007 commission meeting so staff could determine if the lease agreement should be re-negotiated.

Director Elizandro briefed the commission he had consulted with Mr. Clark, Mr. Caldwell and Mr. Bunning concerning the lease agreement presented at the July 16, 2007 commission meeting. All parties were in agreement to keep the lease as presented at the previous commission meeting until year 2012.

A motion was made by Kimbrell to approve the leases as presented. Mr. Crymes seconded the motion. All voted aye, and the motion passed unanimously.

State Airport Aide Grant (SAAG) 100% Funding Allocation Proposals: Director Elizandro briefed the commission the SAAG 100% grant of \$111,655 must be presented to the Arkansas Aeronautical Department by September 30, 2007 and all the money expended for equipment and projects by June 2008. He told the commission the money could not be banked for subsequent years. This item was tabled from the July 16, 2007 commission meeting.

Staff presented the commission a list of projects and expenditures for the SAAG grant. Director Elizandro stated he bid out the painting of the city hangar and received a low bid of \$30,000. The four-wheel drive carry all bid received no bids and has been re-bid. No other items on the list staff presented required bids.

Chairman Polk said he wanted to substitute the weather KIOS for the \$37,960 tree removal project on the list and to look at paying McClellan Consulting Engineers fees for the development of the economic master plan.

A motion was made by Mr. Crymes to approve the list presented by staff with the exception of deleting the tree removal from the list and to add the weather KIOS. Mr. Kimbrell seconded the motion. All voted aye, and the motion passed unanimously.

Williams Company Management, SportAir USA Expansion: This item was tabled from the July 16, 2007 commission meeting. The commission approved the Williams Management Company sublease of WC-4 and WC-5 to SportAir USA at the July 16, 2007 commission meeting. Building dimensions and drawings for WC-9, WC-10 and WC-11 were to be submitted to the commission at the August 20, 2007 commission meeting. Subsequent discussions on payment of real property tax by Williams Management Company would also be addressed at the August 20, 2007 commission meeting.

Mr. Larry Martin, a consultant for Williams Management Company/SportAir USA, had previously briefed the commission that Williams Management Company had been paying more for the leased land than the actual footprints of buildings WC-4 and WC-5.

Mr. Polk, Mr. Blakey and Mr. Ashley previously voiced their concern about the vehicular traffic on the taxiway to and from WC-11. Mr. Blakey had addressed the .16 a square foot issue and the 30-year lease agreement requested. Mr. Martin had explained due to considerable investment, and bringing additional employment and economic development activity to the airport that they were asking for consideration of a favorable lease rate.

Mrs. Carole Canino, owner of Williams Management Company, stated the only item they were requesting at this time is the construction of WC-5 between WC-9 and WC-10. She requested the airport commission to re-locate an electric pole located between the two buildings that would hinder construction. Chairman Polk directed Director Elizandro to have the pole re-located. Chairman Polk requested Mrs. Canino to provide the airport commission a letter stating they will pay real property tax on all their airport properties.

A motion was made by Mr. Kimbrell to approve the construction of WC-5 at no lease increase due to the current lease covering the ground that the WC-5 construction would be on with the stipulation that real property taxes would be paid by Williams Management Company on all their airport properties. Mr. Crymes seconded the motion. All voted aye, and the motion passed unanimously.

Airport T-Hangar Proposal/Development: This item was tabled from the July 16, 2007 commission meeting. Staff has commitments to proceed forward for a grant request for the construction of a seven bay T-Hangar. The commission approved a \$275 rental fee for the hangars. Staff is putting a package together including aero spacing for commission approval before submitting the package to the Mayor/City Council for approval of city capital improvement money prior to forwarding the package to the state aeronautical department.

Mr. Blake Roberson, of Garver Engineers, briefed the commission on the design phase of the T-Hangar project, particularly the infrastructure that would include vehicle access, electrical, water and sewer.

Chairman Polk voiced his concern about the vehicle traffic on the ramp in the vicinity of the hangars proposed by Mr. Harry Barrett and the airport. The only current hangar impacted by the road proposal would be Mr. Rick Stringham and he has voiced his opposition to the road in front of his hangar to the airport manager. Chairman Polk asked about the possibility of access to the proposed hangars from the north hill. Director Elizandro explained that the cost of road construction would be significant and that tenants currently drive down the ramp and taxiway to the north hangars instead of using gate #8.

Chairman Polk directed a public hearing on the vehicle egress from proposed airport hangars on the northwest ramp of the airport. The public hearing is scheduled for Monday, September 10, 2007 at 5:30 p.m. at the Emma Hall Administration Building.

Non Agenda Special Item: Chairman Polk briefed the commission on an email received from Mr. Herb Martin earlier in the day stating he would be interested in giving up his land lease at 300 Aviation Way if the commission would reimburse him a sum of \$3,750 for this years paid lease. Mr. Julian made a motion to terminate the lease with Herb Martin for 300 Aviation Way and reimburse him \$3,750 for this years lease payment. Mr. Crymes seconded the motion. All voted aye, and the motion passed unanimously.

New Business

ARLOE Design Letter of Intent for Construction of Aircraft Paint Hangar on East Ramp of Airport: Mr. Marshall Jacob explained Arloe Designs's intent to construct a 70' X 70' X 20' aircraft down draft paint hangar on the east ramp of the airport with the intent of leasing a 100' X 150' space. Mr. Kimbrell made a motion to reserve 300 Aviation Way for the new hangar construction and proceed with his

paperwork for the construction of the hangar. Mr. Crymes seconded the motion. All voted aye, and the motion passed unanimously.

Barrett Aviation Proposed Hangar: Discussed simultaneously with the proposed airport hangar construction. Mr. Barrett provided the commission with proposed aircraft hangar specifications. He was provided aero spacing paperwork by staff that must be completed and returned to staff for submittal to the FAA. A lease agreement also needs to be filled out and have subsequent commission approval. Chairman Polk told Mr. Barrett to proceed with his paperwork and that a public hearing will be held September 10, 2007 at 5:30 p.m. on vehicle ramp egress in the vicinity of the hangars proposed on the north ramp.

Commission Committee Reports

Airfield Status Report: Director Elizandro briefed the commission on a new monthly document that will reflect the status of airfield lighting and navigational aids at the airport. He stated a few taxiway and runways lights were out but were being replaced as soon as possible. The only other outage is the runway end identifier lights (REIL) for runway 17. The wiring is badly frayed and in bad repair. We expect to have the runway 17 REIL operational with a couple of weeks. A NOTAM was disseminated on the REIL outage.

Lease Agreement Committee: Mrs. Paula Jones, Assistant City Attorney, stated earlier in the meeting that a draft copy of the proposed new airport lease agreement will be sent out to the commissioners for review and suggestions within the week.

Economic Development Report: Mr. Mitch Rose of McClelland Consulting Engineers briefed the commission they identified with McGeorge Construction Company that they would have about 40 thousand yards of fill dirt very soon. The fill is planned for the curb area across from the airport administration office up to the cul-d-sac. He said there was a meeting set up for Thursday with ULAR to discuss scope and fees for the economic development plan. Mr. Rose presented preliminary proposed drawings for hangars, taxiways and ramps to the commission.

Mr. Paula Jones said the agreement between the city and federal government states the airport property deeded to the city must be used for airport purposes. However, the consensus is that there is some flexibility allowed as long as there is good discretion exercised.

Director/Security Officer Report: See attachments

September 2007 Commission Meeting Date Change: The regularly scheduled commission meeting for September 2007 was change by the commission from September 16, 2007 to September 10, 2007 to allow the airport director to attend the Arkansas Airport Operators Association Conference on September 16/17 at Fort Smith, Arkansas.

Public Comments/Visitors: Mr. Doug McDowell said the Ford Tri-Motor tours will begins September 6-10. The EAA has their monthly luncheon schedule for August 25, 2007.

A motion was made by Mr. Kimbrell to adjourn the meeting. Mr. Crymes seconded the motion. All voted aye and the motion passed unanimously. The meeting adjourned at 7:47 p.m.

Submitted by,

Willie Elizandro